

## Practical Exercise

### QUESTION 01

[58 Marks]

Create a new excel worksheet and enter the following information:

	A	B	C	D	E
1	Student Marks				
2					
3	Name	Surname	Course Code	Marks	
4	Joseph	Ramola	INS210	60	
5	Jacob	Renoballa	PCS210	45	
6	Refilwe	Mamaila	INF110	30	
7	Romeo	Mphahlele	INS210	80	
8	Ronny	Masemola	INS210	25	
9	Mikel	Molautsi	PCS210	50	
10	Michell	Molautsi	INF210	30	
11	Charity	Nkwane	INF110	76	
12	Chantel	Mmatema	PCS210	30	
13	Ndou	Bapela	INS210	60	
14	Phineas	Mamaila	INF110	68	
15	Victor	Nkwane	PCS210	88	
16	Ntswaki	Bapela	INF110	76	
17	Mimi	Selwane	PCS210	90	
18	Gift	Motshwane	PCS210	63	
19	Molemogeng	Mobu	INS210	85	
20	Pabedi	Mahudu	INS210	40	
21	Nkadimeng	Makgopa	PCS210	46	
22	SunnyBoy	Nkoane	INF210	35	
23	Nkweng	Molemi	INF210	56	
24	Molemishi	Mahudu	INF210	80	
25	Calvine	Mahlase	PCS210	20	
26					

- 1) Rename the worksheet to **Student Marks**. (2)
- 2) Resize the column width from A to E to 19 (138 pixels). Freeze the top row. (4)
- 3) Merge and Center the title name **Student Marks** across cell A1:E1 and apply Title cell style. (4)
- 4) On cell range A3:D3 apply heading 2 cell style. (2)
- 5) Apply a filter on the **Course Code** and filter the Student who are doing only PCS210, and copy the list of those students into the next worksheet and paste them starting from A3. (2)
- 6) Rename that worksheet where you copied the list to **PCS210**, then resize the column A to D of worksheet PCS210 to 18 (131 pixels). (4)

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- 7) On cell A1 of the worksheet PCS210 enter the following title **Marks for PCS210**, then merge and center the title across A1:D1 and apply Heading 1 cell style. (6)
- 8) Sort the names on worksheet PCS210 in ascending order. (2)
- 9) Go back to the student Marks worksheet and re-filter the list of students who are doing INF110 and INF210 and copy them to a new worksheet starting from A3 and rename that worksheet to **INF**. (5)
- 10) Resize the column width From A to D to 18 (131 pixels), then on cell A1 enter the following title **Marks for INF**. Merge and center the title to A1:D1 and then apply Heading 2 cell style on worksheet INF. (6)
- 11) Sort the name of the student on worksheet named INF into descending order. (2)
- 12) Highlight all the text on worksheet INF with a light green color, then remove gridlines from the worksheet. (4)
- 13) Change the orientation of the worksheet named INF to landscape, the margin to narrow. (7)
- 14) Go to Student Marks worksheet and apply a conditional formatting, so that the marks that are between 75 and 100 will be filled with the formatting of: - Green filled with Dark green text. (2)
- 15) On the Student Marks worksheet apply a conditional formatting, so that the marks that are between 50 and 74 will be filled with the formatting of: - Yellow filled with Dark Yellow text. (2)
- 16) On the Student Marks worksheet apply a conditional formatting, so that the marks that are between 0 and 39 will be filled with the formatting of: - Red text. (2)
- 17) On the Student Marks worksheet apply a conditional formatting, so that the marks that are between 0 to 39 will be filled with the formatting of: - Red Border (2)
- 18) Clear all the filters and save the workbook. (using your name and surname) (0)

### QUESTION 02

Create the following Spreadsheet in MS Excel.

[5]

CODE	DESCRIPTION	COST	SALE	DEPOSIT	TERMS	INSTAL
T001	51 CM TV	999.00				
T002	74 CM TV	1 800.00				
H001	450W HIFI	650.00				
H002	350W HIFI	550.00				
M001	25L MICROWAVE	699.00				
M002	20L MICROWAVE	599.00				
T003	63 CM TV	1 200.00				
B001	QUEEN BASE SET	630.00				

a) Sale: cost + mark-up. [15]

Mark-up is 25% if the cost is less than 600, 20% if less than 1500, else it is 19%.

b) Deposit: 20% of sale. [5]

c) Terms: 12 months if the sale price is greater than or equal to 1000; else it is 6 months.

[5]

d) Instalment: (cost-deposit)/terms.

[5]

e) Name the range as ITEMS and the sheet as DATA.

[5]

f) Create a pie graph using “code”, “description”, and “sale”.

[10]